

PAG – Get Prepared for a New Year!

Get your room and materials ready by answering the following questions.

Question to consider	Answer/notes
1. Have you decided on your class procedures, rules, and associated consequences?	
2. Are you familiar with the parts of the school that you or your students may use (cafeteria, office, halls, lockers, bathrooms, library, computer labs, etc.) and any procedures for their use?	
3. Have you gathered information about your students (based on the roster)? What information do you need: test scores, accommodations, medical information, family contacts, etc.? Where will you keep all of this? How will you use it?	
4. Do you have adequate numbers of text books, desks, and class materials? Teacher's editions/resources?	
5. Do you know the procedure/schedule for arrival and departure of students on the first days? Late start days? Early dismissal schedule?	
6. Do you have seating charts ready? Name cards?	
7. Do you have the first day planned? First week?	
8. Do you have time-filler activities prepared? Do you have a sub binder prepared?	
9. Do you have a letter ready to send home to parents with information about classroom goals, activities, policies, etc.?	
10. Do you know when and how you can obtain assistance from school staff members (counselors, social worker, school nurse, office personnel, custodian, etc.)? Do you have a department mentor to help you?	



Room Preparation

- ☐ Bulletin Boards and wall decorations
- ☐ Arrangement of student desks (rows, U-shape, pods, etc.)
- ☐ In/Out bins; place for collected homework
- ☐ Place for extra handouts/copies
- ☐ Place/system for make-up work
- ☐ Placement of classroom expectations & procedures
- ☐ Placement of sub binder with plans, seating charts, medical information, etc.
- ☐ Placement of teacher desk & equipment (computer, printer, phone, chalk boards, filing cabinets, teaching materials, etc.)
- ☐ Location/storage of materials for student use (markers, extra pencils, extra paper, text books, etc.)
- ☐ Location/storage of cleaning supplies (paper towels, sanitizing wipes, stain-stick, plastic bags, etc.)
- ☐ Location/storage of student information (contact information, test scores, conference notes, etc.)